

**GENERAL INSTRUCTIONS TO THE APPLICANTS TO FOLLOW THE  
BELOW MENTIONED INSTRUCTIONS COMPULSORILY BEFORE  
FILLING UP OF THE APPLICATION THROUGH ONLINE FOR THE  
POST OF **PROCESS SERVER****

1. Applicants shall read all the instructions carefully before submitting online application, so as to avoid the mistakes /rejection.
2. Applicants shall provide the Mobile Number (Compulsory) and valid e-mail ID (if any), for communication at relevant columns while submitting online application. The authority is not responsible for non-receipt of SMS or E-mail.
3. **Applicants shall have passed S.S.L.C or equivalent examination.**
4. Applicants shall provide photograph and signature scan separately. The candidates shall scan his / her latest passport size photograph with white background (having 5 cm of length x 3.6 cm. Of breadth with maximum size 50 kb in jpg format) and signature on white paper in black ball point pen (having 2.5 cm. of length x 7.5 cm. of breadth with maximum size 26 kb in jpg format) separately and upload the same, while submitting the online application.
5. Submitted Application Form has to be taken print out and the copy of payment receipt / challan to be preserved till completion of Recruitment process.
6. To avoid last minute rush, the Applicants are advised to submit the ONLINE applications well in advance. The web-site will accept the applications round the clock till **11.59 p.m of 24.02.2020.**

**LAST DATES :**

- To register / submit online applications and last date for payment of fee is on or before **24.02.2020, 11.59 p.m.**

**Note : - While remitting the application fee through payment portal, the information furnished should match with the information furnished in the online application. The information should be exactly same in both payment portal and the online application. Mismatched applications will not be considered.**

**Payment made after the last date, payment made in other than mentioned modes and payment made to other authorities will not be considered.**

7. Intimation will be sent to the eligible candidates through SMS and e-mail. The list of eligible candidates for test/interview will also be notified in District Court, Ballari website URL link:

**<http://districts.ecourts.gov.in/ballari>**

8. The Candidates called for interview will have to appear for the same at their own cost.

9. The Candidates shall obtain the prescribed forms of the below mentioned Certificates before the last date for submitting Online application from the concerned competent authorities and shall produce all the original Testimonials at the time of verification or on the date of Test/interview. The certificates obtained after the last date fixed for submitting Online applications would not be considered, failing wherein the Reservation claimed / candidature shall liable for rejection.

a) Online submitted application print out.

b) The copy of application fee paid receipt / Challan.

c) **SSLC or equivalent examination certificate with mention of maximum marks and marks secured in the said standard.**

d) SSLC or equivalent certificate or Transfer Certificate or Cumulative record showing the date of birth/Birth certificate issued by the Municipal authority.

e) No objection certificate (in service candidate).

f) Caste Certificate, if reservation claimed under SC/ ST / Cat-I/IIA / IIB / IIIA / IIIB in prescribed formats issued by the competent authority.

g) The Discharge certificate from Military Service (Ex-Serviceman), if reservation claimed.

h) Rural Certificate in the prescribed form, if reservation claimed.

i) Kannada Medium Certificate in the prescribed form, if reservation claimed (If post is Notified).

j) Physical Handicapped Certificate issued by the competent authority, if reservation claimed.

k) Eligibility Certificate (371 J) for the candidates of Hyderabad-Karnataka Region as prescribed under Government Notification No. DPAR 43 HKC 2013 dated: 29.01.2014.

**l) Preference will be given to the candidates who are having Driving Licence.**

**Cont..3**

10. While applying Online application for the post, the candidates shall ensure that, he / she fulfils the eligibility and other norms as mentioned above and that all the particulars furnished by him / her are correct in all respects. In case, it is detected at any stage of Recruitment that, candidate does not fulfill the eligibility norms and / that he / she has suppressed/twisted or truncated any material facts, his/her candidature shall stands cancelled. If any of these short comings is detected even after appointment, his / her appointment shall liable to be terminated. Furnishing of wrong, incomplete and incorrect information would not only lead disqualification and also liable for criminal prosecution.

11. The candidates shall not upload any of these original or attested copies of documents / certificates at the stage of submitting the online application.

12. The candidates shall produce all the original Testimonials along with one set of self attested photocopies at the time of verification or on the date of Test.

13. If any applicant is found to attempt / obtain extraneous support by any means for candidature from any officials or non-officials, he/she will not be eligible for appointment.

14. For any queries mail to **pdjballarirecruite@gmail.com**

Place : Ballari  
Dated : 24.01.2020

Sd/-  
Prl. District & Sessions Judge,  
Ballari.